

DDSN Official Directives and Policies Listed by Reference Number

REFERENCE NUMBER	TITLE OF DOCUMENT
100-01-DD	Electronic Communications System
100-02-DD	Implementation Procedures for the Internal Communications System
100-04-DD	Use of Adaptive Behavior Scales
100-05-DD	Endorsement of Solicitation Proposals and Projects
100-06-DD	Contacts with Agency Heads of Other State Departments, Constitutional Offices and Certain State Government Executives
100-07-DD	Naming of Facilities, Building Dedications and Groundbreakings
100-08-DD	State Director's Absence from Office
100-09-DD	Critical Incident Reporting
100-10-DD	Consumer Elopement
100-11-DD	Absence with Leave of District Director or Facility Administrator from Duty Station
100-12-DD	AIDS Policy
100-17-DD	Family Involvement
100-21-DD	Adverse Operational Events
100-25-DD	Disaster Preparedness Plan for DDSN and Other DDSN Providers of Services to Persons with Disabilities and Special Needs
100-26-DD	Risk Management Program
100-27-DD	Dual Relationships
100-28-DD	Quality Management
100-29-DD	Medication Error/Event Reporting
100-30-DD	Eligibility Determination
101-02-DD	Preventing and Responding to Suicidal Behavior
101-03-DD	Procedures for Providing Genetic Services in DDSN Regional Facilities
103-01-DD	Federal Grant Application and Change Policy
104-01-DD	Certification and Licensure of DDSN Residential and Day Facilities
104-02-DD	ICF/IID Conversion Protocol
104-03-DD	DDSN Contract Compliance/Quality Assurance Reviews for Non-ICF/IID Programs
133-01-DD	Media and Publication Policies
133-02-DD	Freedom of Information (FOIA) Requests
167-01-DD	Appeal Procedure for Facilities Licensed or Certified by DDSN
167-06-DD	Confidentiality of Personal Information

200-01-DD	Personal Funds Maintained at Residential Level
200-02-DD	Financial Management of Personal Funds
200-03-DD	Accounts Receivable Collection Policy
200-04-DD	Voluntary Contributions and Donations
200-05-DD	Use of Consultants
200-08-DD	Travel Regulations
200-09-DD	Fees for Residential Services Provided by DDSN
200-12-DD	Management of Funds for Individuals Participating in Community Residential Programs
200-13-DD	Travel Regulations for Disabilities and Special Needs Boards and Contracted Service Providers
200-14-DD	Community Capital Funding Applications
250-05-DD	Cost Principles for Grants and Contracts with Community Providers
250-08-DD	Procurement Requirements for Local DSN Boards and Contracted Service Providers
250-09-DD	Calculation of Room and Board for Non-ICF/IID Programs
250-10-DD	Funding for Services
250-11-DD	Outlier Funding Request System – Capitated Funding System
250-12-DD	Competitive Funding for Special Service Contract: Statewide Consumer/Family Support Networks
275-01-DD	Missing Property Reporting
275-04-DD	Procedures for Implementation of DDSN Provider Audit Policy for DSN Boards
275-05-DD	General Duties of the Internal Audit Division
275-06-DD	Procedures for Implementation of DDSN Audit Policy for Contracted Service Providers
300-03-DD	Annual Certification of Electrical, Mechanical, Fire Alarm and Sprinkler Systems for Renewal of Licensure
300-04-DD	Maintenance of Physical Plant
300-05-DD	Maintenance Management Contract Requirements for Community Residential Homes
300-06-DD	Energy Management Systems Operations and Parameters
334-02-DD	Use of DDSN Regional Center Facilities by Outside Groups and Off-Duty Employees
334-03-DD	Vehicle Management Program
334-04-DD	Drug-Free Workplace and Alcohol and Drug Testing for Employees
335-01-DD	Diet Manual for DDSN

367-02-DD	Acquiring Information Technology (IT) Products and Services
367-08-DD	Central Office Telephone Call Coverage Backup Policy
367-09-DD	Acceptable use of Network Services and the Internet
367-11-DD	Telephone Policy
367-12-DD	Service Provider Data Protection
367-13-DD	Electronic Signature Policy
367-14-DD	Email Retention Policy
367-15-DD	Mobile Device Security Policy
367-16-DD	Removable Media Security Policy
367-17-DD	Human Resource and Security Awareness Policy
367-18-DD	Information Security Policy - Access Control
367-19-DD	Physical Access and Environmental Security Policy
367-20-DD	Portable Computing Devices
367-21-DD	Data Protection and Privacy Policy
367-22-DD	Information Security Policy - Asset Management
367-23-DD	Information Security Policy Information Systems - Acquisitions, Development, and Maintenance
367-24-DD	Information Security Policy - IT Compliance
367-25-DD	Information Security Policy - IT Risk Strategy
367-26-DD	Information Security Policy - Risk Management
367-27-DD	Information Security Policy - Threat and Vulnerability Management
367-28-DD	Information Security Policy - Business Continuity Management
367-29-DD	Information Security Program Master Policy
367-30-DD	Wireless Network Policy for Consumer and Guest Internet Access
368-01-DD	Individual Service Delivery Records Management
400-01-DD	State Service Award Program
400-07-DD	Temporary Positions and Temporary Employees
400-08-DD	Establishing and Filling Personnel Positions
400-21-DD	Educational Credentials
401-01-DD	Shift Differential Policy
402-01-DD	Employee Performance Management System Policy
403-01-DD	DDSN Employee of the Year
405-01-DD	Employee Grievance Procedure
406-03-DD	Reduction-In-Force Policy
406-04-DD	Criminal Record Checks and Reference Checks of Direct Caregivers
407-01-DD	Departmental Affirmative Action Plan for Equal Employment
413-01-DD	Standards of Disciplinary Action
413-02-DD	Off-Duty Conduct
413-03-DD	Code of Conduct
413-04-DD	Social Media Usage
413-05-DD	Work Hours Policy and Procedure

414-01-DD	Fair Labor Standards Act
418-01-DD	Teri and Retiree Employment
502-01-DD	Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Setting
502-04-DD	Short-Term Admission Services in a DDSN Regional Center or Community ICF/IID
502-05-DD	DDSN Waiting Lists
502-10-DD	Transition of Individuals from Regional Centers to Community
502-11-DD	Permission to Evaluate and Service Agreement
503-01-DD	Individuals Involved with Criminal Justice System
505-02-DD	Death or Impending Death of Persons Receiving Services from DDSN
508-01-DD	Competency to Stand Trial Evaluations
510-01-DD	Supervision of People Receiving Services
533-02-DD	Sexual Assault Prevention, and Incident Procedure Follow-Up
534-02-DD	Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency
534-03-DD	The Long Term Care Ombudsman Program
535-02-DD	Human Rights Committee
535-07-DD	Obtaining Consent for Minors and Adults
535-08-DD	Concerns of People Receiving Services: Reporting and Resolution
535-09-DD	Research Involving DDSN Resources and/or Persons Receiving Services from or Staff Employed by DDSN – Review and Approval
535-10-DD	National Voter Registration Act (Motor Voter)
535-11-DD	Appeal and Reconsideration Policy and Procedures
535-12-DD	Advance Directives
535-13-DD	Swallowing Disorders
535-14-DD	Authorization to Discuss Medical Condition and Medical Treatment Plan
535-15-DD	Obtaining Health Care Consent for Minors and Adults with Head And Spinal Cord Injuries (HASCI)
536-01-DD	Social-Sexual Development
567-01-DD	Employee Orientation, Pre-Service and Annual Training Requirements
567-04-DD	Preventing and Responding to Disruptive Behavior and Crisis Situations
600-04-DD	Individual Travel at DDSN Regional Centers
600-05-DD	Behavior Support, Psychotropic Medications and Prohibited Practices
600-10-DD	Individual Clothing and Personal Property-DDSN Regional Centers
600-11-DD	Physical Management

602-02-DD	Aquatics Program at DDSN Operated Facilities
603-01-DD	Tardive Dyskinesia Monitoring
603-02-DD	Employee Health Requirements
603-03-DD	Safety Precautions for Medical and Dental Treatment
603-05-DD	Policy for Management of Occupational Exposures of Health Care Personnel to Potential Blood Borne Pathogens
603-06-DD	Guidelines for Screening for Tuberculosis
603-07-DD	Do Not Resuscitate (DNR) Orders
603-08-DD	Vaccination Information
603-09-DD	Management of Individuals Exposed to Potential Blood Borne Pathogens
603-10-DD	Latex Protocol for DDSN Regional Centers
603-12-DD	Immunization Procedure for DDSN Regional Centers
603-13-DD	Medication Technician Certification
604-01-DD	Individual Clothing and Personal Property
604-04-DD	Standard First Aid with Cardiopulmonary Resuscitation (CPR) – Adult, Child, Infant
700-02-DD	Compliance with Title VI of the Civil Rights Act of 1964, American’s with Disabilities Act of 1990, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1975 and Section 504 of the Rehabilitation Act of 1975 and Establishment of a Complaint Process
700-03-DD	Informed Choice in Living Preference for (ICF/IIDs)
700-05-DD	Pilot Services or Programs
700-06-DD	Stated Funded Case Management
700-07-DD	Employment First
734-01-DD	Individual and Family Support and Respite – State Funding
735-02-DD	Relatives/Family Members Serving As Paid Caregivers of Respite Services
736-01-DD	Relatives/Family Members Serving As Paid Caregivers of Medicaid Waiver Services
738-01-DD	Discharge Planning for those leaving ICF/IIDs and Enrolling in the ID/RD Waiver

DDSN COMMISSION POLICIES

800-01-CP	DDSN Ends Policy
800-02-CP	DDSN Governance Process Policy
800-03-CP	DDSN Executive Limitations Policy
800-04-CP	DDSN Commission Staff Linkage Delegation
800-05-CP	DDSN Public Invocation Act
800-06-CP	Video Recording of DDSN Commission Meetings